

# COVID-19

## PROTOCOL PLAYBOOK





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# Introduction

*This document is current as of August 4, 2021. Please note that revisions to our procedures will be ongoing in response to changing health authority recommendations and client feedback.*

With nearly 40 years of experience helping filmmakers bring their projects to life, the health, safety and wellbeing of our employees, clients and partners has always been at the core of Sim's business.

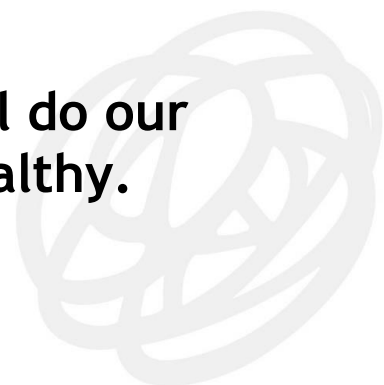
Developing meaningful solutions often takes time, and our approach to our Return-to-Work program has been no exception. For many weeks, a dedicated team across Sim collaborated to prepare guidelines that support a safe return to work in response to COVID-19.

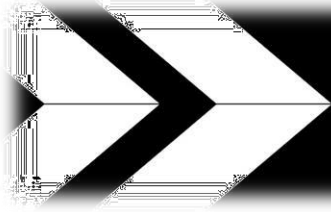
The protocols outlined in this document aim to reduce and prevent the spread of the virus and to maintain a healthy work environment for all. We have also taken additional steps to ensure that we uphold our high safety standards, in compliance with local health authority guidelines, while continuing to reduce our overall environmental impact.

All Sim warehouses and offices will follow the general protocols outlined below, with additional protocols developed specific to each location's unique operating environment, client presence, number of employees and other working conditions.

We will continue to update our protocols to reflect the most current guidance from the World Health Organization and the local government health authorities in all the cities in which we operate. Our detailed internal procedures can be reviewed at each of our facilities.

**Thank you for your cooperation as we all do our part to help keep our communities healthy.**





# General Areas of Focus

## What we're doing to keep our employees and clients safe:

- **Limiting access to facilities and monitoring staff, clients and visitors with health and wellness checks prior entering our facilities.**
- **Enforcing Physical Distancing**
  - Limiting occupants of all rooms, offices, and pathways and restricting access to common areas.
  - Adding floor markers as a guide in high traffic areas.
  - Adding plexiglass barriers at point-of-service locations.
- **Ensuring Proper Hand Hygiene**
  - Adding hands-free hand sanitizer stations throughout our facilities.
  - No shaking hands - using only non-contact methods of greeting.
  - Adding portable hand washing stations at facility entrances, exit points and common areas.
- **Using Personal Protective Equipment**
  - Staff and visitors will be required to wear a face mask and gloves and wash their hands at a hand washing station. If visitors do not have their own PPE, they will be provided with a disposable face mask.
  - At this time, we are not requiring the use of gloves at Sim facilities. However, gloves will be available for those who choose to wear them.
  - Visitors may also request protective eye wear and replacement face masks as required.
- **Cleaning & Disinfection**
  - Enhanced cleaning in high traffic areas throughout the day and evening using EPA-registered disinfectants. Increased focus will be given to high-touch surfaces such as door handles, counters, lobby areas, elevators, and restrooms.
  - Sim will quarantine all incoming gear for a 72-hour period where possible or apply electrostatic spray disinfectant or UVC treatment prior to handling of equipment.
  - Unitized and containerized equipment will be sealed and dated after testing, in many cases providing additional peace of mind that outgoing equipment hasn't been touched for some time and is virus free.





# Onsite Protocol

- **Entry into Sim Facilities**

## **Sim Wellness Checkpoints**

### **Mandatory Sign-in / Health Declaration Questionnaire**

Where possible, facilities will limit access points for visitors to one entry point. A screening checkpoint will be set up at a controlled site at the entrance, regulated and maintained by an assigned Sim employee.

All visitors must sign in at the checkpoint and wear a visible sticker showing that they have been authorized to enter a specific area of the facility for a specific date.

Sign-in details include:

- Visitor's full name
- Visitor's email and phone contact info
- Date & time of visit
- Name of project /company they are associated with

Anyone not displaying the appropriate authorization sticker may be removed from the premises.

All staff and visitors will also be required to complete a strictly confidential Health Declaration / Questionnaire upon entry, administered by a Sim employee.

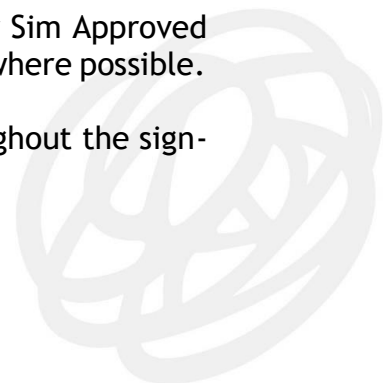
## **Contactless Temperature Checks**

In conjunction with the questionnaire, visitors may have their temperatures checked upon arrival at the screening checkpoint with a contactless thermometer.

Individuals who test above a normal temperature ( $> 37.8^{\circ}\text{C}$  /  $> 100^{\circ}\text{F}$ ) will be asked to leave the premises in a safe and discrete manner and recommended to seek appropriate medical attention.

Sim employees administering the screening and questionnaire will wear Sim Approved personal protective equipment and be separated by a plexiglass barrier, where possible.

The recommended physical distancing guidelines will be followed throughout the sign-in process.



- **Controlled Access**

Movement within Sim facilities will be restricted to authorized visitors who must remain in the areas required to perform the function of their visit. Where possible, arrows will designate direction for traffic flow. Where applicable, access to stairs is available at all Sim facilities as an alternative to elevators. Most Sim facilities are stand-alone with private entry points.



- **Placing an Order**

Clients are encouraged to place orders in advance. This will allow gear to be pulled and staged prior to customer pickup.

Pickups and returns must be scheduled in advance to allow the operations team to have outbound packages fully sanitized and to have decontamination areas available for returns. Unscheduled transactions will be accommodated at the operation's discretion and may be refused if necessary.

- **Crew**

All Crew accessing Sim facilities to prep equipment for a show must be pre-approved by Production Team Member from the project and a Sim Rental Agent.

A limit of Crew Members per project, to be determined by each General Manager, will be allowed in any one Sim facility at one time.

If Crew Members require use of any personal gear, equipment or tools during a load-out or prep at a Sim facility, that equipment must be delivered to Sim a minimum of 3 days in advance of usage.

Until further notice all hair, make-up and wardrobe tests and other large camera tests will not be permitted within Sim facilities.



- **Outgoing / Incoming Gear**

Sim will quarantine all incoming gear for a 72-hour period where possible or apply electrostatic spray disinfectant or UVC treatment prior to handling of equipment.

- **Sequestering Outgoing Gear**

Client crew will be responsible for ensuring that production specific safety guidelines for handling equipment are followed.

If Sim staff assist with loading equipment onto client vehicles, spray sanitization steps must be followed.

- **Decontamination**

All equipment staged for outgoing rental will be sanitized prior to customer contact.

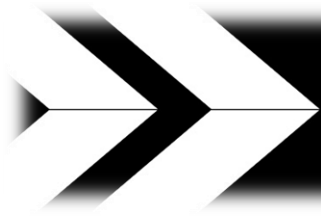
Sim will sanitize all incoming equipment from rental clients using specialized processes. More details regarding our equipment sterilization processes available upon request.

- **Curbside Pickup / Dropoff**

Sim will support “curbside” transactions, allowing client drivers to remain in their vehicles while Sim staff offload / load gear and present contract at vehicle window, with the possibility of digital signing in the near future.

Sim will also continue to support our grab & go / drop & go lockers, that allow secure and no-contact access for pickups and returns, even after hours.





# Deliveries

- **Sim Vehicles**

All Sim drivers will sanitize frequently touched surfaces within vehicle interior using sanitization wipes provided.

Each morning, the interior of each vehicle (cab and box) will be sanitized with disinfectant solution using electrostatic sprayers.

All drivers will complete timestamped sanitization logs.

Gloves worn outside of the vehicle must be removed prior to re-entering vehicle.

Spouses, children, friends, and other family members are not permitted in any company vehicle.

If two or more staff members are required to be in a Sim vehicle together, they must wear appropriate PPE.

Drivers are required to wear gloves outside of your vehicle, especially working with clients, crews and when fueling the vehicle.

Wherever possible, contactless payment methods will be used.

All physical contact is prohibited between employees, vendors, clients, and crews.





- **Third-Party Delivery Vehicles**

All third-party deliveries to Sim facilities must be either no-contact (drop and go) or must comply with physical distancing recommendations. Deliveries must all go to designated delivery drop off areas (i.e. loading bays where possible) in compliance with posted signage.

For FEDEX / courier deliveries, drivers will be allowed access to loading bay areas only for contactless drop off and pick up

- **Client Vehicles**

When offloading a client vehicle, Sim staff will spray the equipment with disinfectant solution using electrostatic sprayers and let the sanitization period elapse. Afterwards, the equipment will be offloaded by a Sim staff member wearing a fresh set of gloves.

If equipment is handled by Sim staff for any reason after it has been sprayed, the spraying step must be repeated.

Sim may refuse to load/offload a vehicle if the conditions do not appear to be safe for Sim staff, i.e. if there is a large quantity of loose gear in a personal or passenger vehicle, camera dolly in a trunk, etc.

